



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

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Applicable ACA Standards: 3-JCRF-4A-09	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

I. CENTERS DIRECTIVE:

All residents shall be provided meals that are nutritionally adequate, properly prepared, and served in pleasant surroundings

- A. Food shall never be withheld or reduced as a form of punishment.
- B. To the extent possible, ethnic tastes and the food preferences of the residents shall be taken into consideration when ordering and preparing food.
- C. The food service provides for a single menu for both staff and residents.

II. DEFINITIONS:

Standard Ration - The daily food allowance, measured in servings, which shall be available to each resident. This allowance need not be served in exact proportions each day, but the monthly allowance must be balanced for the period ending at the close of business on the last day of each month. Any monthly variation of ten percent above or below the standard ration must be approved by the facility director.

Food Grouping - A division of similar foods into categories that will enhance menu planning, budgeting, and the serving of a nutritionally adequate diet.

Therapeutic Diet - Special foods or meals prescribed by a physician or dentist as part of a patient's treatment.

Religious Diet - Meals, dietary restrictions, or special handling of food required by a religious denomination. The contents of a religious meal may never exceed the contents provided to the general population. The contents are intended to be measured by costs, quality, and quantity.

III. PROCEDURE:

The transition centers staff, in conjunction with the facility director or designee, is responsible for the following:

A. Menu Planning

Menus shall be developed by the designated staff in conjunction with the facility director or designee. Effective menu planning recognized the needs of the general resident

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population and specific needs of the resident group because of age, physical activity, sex, medical status, etc. These variances create difficulties in using system wide menu plans. Parent agency policy requires that menus be developed within the following framework:

1. Menus shall be based on budget allocations
2. Menus will be submitted and approved of the nutritional value of the food served by a nutritionist or dietician.
3. Each resident shall be offered at least the minimum allowance, described below in "Standard Ration."
4. Menus for three meals each day shall be prepared and distributed at least one week in advance of serving and posted where easily read by residents
5. Any changes or substitutions should be noted on menu sheets, with the specific food changed to one of approximately equal nutritional value.
6. Menus shall be designed to provide meals that are not only nutritionally adequate but also have a balance of color, flavor, and texture to add to meal enjoyment.
7. Menus should be kept on file, rotated periodically, and take into consideration the average length of time a resident is in the facility program.
8. Menus may reflect changes in seasons.

B. Standard Ration

Standard daily food ration allowances for each resident are the cornerstones of an adequate food program. It shall be ensured that each resident is provided foods from four basic food groups, with a daily allowance from each grouping. Establishment of these allowances in terms of servings per person, per day, shall consider waste incidents in normal preparation. All ration allowances are based on standard retail cuts of meat and fresh produce, while all canned foods are described in net weights. All ration allowances are to follow basic nutrition standards as provided by [DGAs \[DOC 4.3.2 \(A\)\]](#) and [DRIs \[DOC 4.3.2 \(B\)\]](#).

C. Therapeutic Diets

Therapeutic diets shall be provided to residents only under the following circumstances:

1. When prescribed by appropriate medical or dental staff
2. When medically indicated and never as a reward

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3. As directed or approved by a registered dietitian
4. As a complete meal service and not in supplement to or as a choice between dietary meals and regular meals

D. Religious Diets

Religious diets are served only when specifically approved by the facility director. Foods of approximate nutritional value shall be substituted, and menu items shall not exceed the quantity and/or quality provided to the general population. Special handling of food, if necessary, according to the resident's religious beliefs shall be provided. Religious menus may be served for special occasions when specifically approved in writing by the facility director.

E. Food Preparation

Food preparation shall be designed to provide residents with the best possible meals, consistent with the budget plans and daily ration allowances. Food preparers should do the following:

1. Use a recipe system available to all food service staff responsible for the preparation of meals. This system should be designed to standardize costs, enhance and preserve food flavors, improve appearance, and provide optimum palatability.
2. Provide maximum use of the equipment available to enable serving high-quality meals.
3. Be in compliance with the safety and sanitation conditions stated in procedure YTC 100-1, Safety and Sanitation for Food Service Standards.

F. Meal Service

Dining room service shall be designed to enhance the attractiveness of the meal and to enable the residents to enjoy meal periods to the fullest extent possible. The manner in which the meals are presented influences the entire atmosphere of the facility, as meals assume a magnified importance in the daily routine of a resident. The following criteria shall establish minimum standards for meal service:

1. Holiday and weekend schedules may be developed to provide for a more variable meal schedule to coincide with visiting activities, recreational activities, or similar functions.

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2. Dining rooms shall be pleasant and attractive with good ventilation and lighting.
3. Good table manners, as well as good eating habits, shall be encouraged.
4. All foods shall be served at the appropriate temperature to maintain quality, taste appeal, and texture.
5. There shall be group dining areas.
6. Meal utensils shall be comparable as possible with home or restaurant-style utensils.
7. Adequate supervision shall ensure that meals are served in pleasant surroundings, without favoritism, carelessness, or waste.
8. Provision shall be made for at least three meals, two of which are hot, at regular intervals during each 24-hour period. Variations may be allowed based on weekend and holiday activities (e.g. Sunday Brunch) provided basic nutritional goals are met.
9. Servings should be ample to meet the needs of growing youth. Residents shall not store food in their rooms.
10. Care should be taken to avoid scheduling group meetings or individual conferences of a potentially emotional nature prior to mealtimes.
11. Good eating habits should be encouraged, but residents are not required to eat all of the food served.
12. The food service plan provides for a single menu for staff and residents. Staff shall eat the same meals as the residents while at the dining room table and eat meals brought from home or purchased outside the facility in their offices away from the residents.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

<u>DOC 4.3.1</u>	<u>General Food Service Operation</u>
<u>DOC 4.3.2</u>	<u>Menu Planning</u>
<u>YTC 100-1</u>	<u>Safety and Sanitation for Food Service Standards</u>

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VI. ATTACHMENTS:

None